



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Fisheries Division

Sub-Section:

TITLE: Aquatic Species Management Plans

CUTOFF: WSO

DESCRIPTION: Original management plans for particular species of fish such as trout, catfish, etc. Basically the framework with how the division plans to take the species into the future. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21172

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Lakes, Accesses, Hatcheries - Aquatic

CUTOFF: EOSFY

DESCRIPTION: Records on the acquisition of lakes, accesses, or hatcheries. Retain on site.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21169

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Lakes, Accesses, Hatcheries - Construction

CUTOFF: Project completion

DESCRIPTION: Divisional copies of construction plans at lakes, accesses and hatcheries. Originals records are maintained by Design and Development Division.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21171

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Fisheries Division

Sub-Section:

TITLE: Lakes, Accesses, Hatcheries - Planning

CUTOFF: WSO

DESCRIPTION: Records on the planning phase for lakes, accesses, or hatcheries. Could be for new construction or to rehab an existing or recently acquired lake, access or hatchery.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21170

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: MDC Fisheries Publications

CUTOFF: WSO

DESCRIPTION: Reprint publication files for brochures and publications addressing Conservation areas with fishing opportunities, Bass management areas, Stream Team program, reprinted articles from the Missouri Conservationist magazine, trout fishing maps, etc.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21168

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Payroll Records and Time Sheets

CUTOFF: Issuance of final federal report

DESCRIPTION: Payroll records and time sheets associated with federal grants or programs. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21174

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Fisheries Division

Sub-Section:

TITLE: Private Lake Stocking Applications

CUTOFF: Completion of stocking

DESCRIPTION: Applications for fish in ponds, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21166

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Reciprocal Fishing Agreements with Adjoining States

CUTOFF: WSO

DESCRIPTION: Reciprocal fishing agreements with adjoining states. Agreements are mutually updated as needed.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21173

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Special Use Agreements

CUTOFF: Expiration of contract

DESCRIPTION: Contracts between Conservation Commission and individuals for use of Conservation land.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21165

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section:

Division: Fisheries Division

Sub-Section:

TITLE: Stocking Records

CUTOFF: WSO

DESCRIPTION: Records of fish (species/quantity) stocked by the Department in public and private ponds, lakes and streams.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21167

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
